

# **West Virginia Commission for National & Community Service**

**With funding from the  
West Virginia Department of Military Affairs & Public Safety**



## **Citizen Corps Mini Grant Funding Opportunity**

Funded with FY 2007 State Homeland Security Grant Program  
Citizen Corps Funds

**Grants Awarded Quarterly  
Ongoing Submission**

Contact Information:

West Virginia Commission for National & Community Service  
710 Central Avenue  
Charleston WV 25302  
1-800-WV HELPS  
[www.volunteerwv.org](http://www.volunteerwv.org)

## WV CITIZEN CORPS COMMUNITY MINI-GRANT PROGRAM

### **NOTICE OF FUNDS AVAILABLE** **FULL TEXT OF ANNOUNCEMENT**

**Funding Agency:** West Virginia Commission for National & Community Service  
**Funding Opportunity Title:** Citizen Corps Community Mini Grants  
**CFDA Number:** 97.067  
**Deadline for Application:** May 26, 2009  
September 2, 2009  
November 27, 2009  
March 17, 2010  
**Award Announcement:** Quarterly, beginning June 5, 2009

**Summary:** The West Virginia Commission for National and Community Service announces the availability of small grants to support community or county preparedness planning, outreach or training programs. Grants may range in size from \$500 to \$3,000. Applicants may be Citizen Corps Councils, Federal Citizen Corps Partner Programs (CERT, MRC, VIPS, Neighborhood Watch) or federal affiliate programs. Projects must focus on planning, outreach, or training. Applicants who request funding for planning may develop new Citizen Corps programs or re-structure existing councils or programs including developing written guidance, developing membership criteria, and improving strategic plans in accordance with national guidance for Citizen Corps Councils found at <http://www.citizencorps.gov>. Outreach projects may be directed towards volunteer recruitment, or citizen preparedness and education. Training projects may be for volunteer incident response or public/citizen preparedness training.

#### **I. FUNDING OPPORTUNITY DESCRIPTION**

The West Virginia Citizen Corps Community Mini Grants have been developed to implement the overlapping missions of the West Virginia Commission for National and Community Service *"to identify and mobilize resources, promote an ethic of service and empower communities to solve problems and improve the quality of life of West Virginians"* and Citizen Corps, *"harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds."*

The purpose of the grant is:

- ♦ To allow communities the opportunity to re-structure or develop new Citizen Corps Councils to plan and implement citizen participation in disaster preparedness and response;
- ♦ To assist Citizen Corps Programs in developing strong program and fiscal management skills;
- ♦ To allow Citizen Corps Programs and other disaster volunteer programs to expand their volunteer and public disaster training initiatives.

#### **II. AWARD INFORMATION**

##### **A. Number of Awards and Award Amount**

## **WV CITIZEN CORPS COMMUNITY MINI-GRANT PROGRAM**

No more than two requests from a single organization/council will be funded in this grant year. Grants will be awarded quarterly as long as funding is available. Applications may be submitted at any time. Grant awards are for short term projects which can be accomplished with \$3,000 or less before May 30, 2010.

### **B. Award Period and Future Funding**

Award period is from the award date (awards released quarterly in June, September, December, March) until May 30, 2010. No extensions will be granted.

Because of the nature of the funding, the Commission cannot commit to making additional funds available for grants in subsequent years, and has no obligation to provide additional funding beyond the period of the grant.

### **C. Type of Funding Instrument**

The type of funding instrument is a grant. Grantees will be reimbursed for allowable expenses which are fully invoiced and documented.

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Citizen Corps Councils, Medical Reserve Corps, Neighborhood Watch Programs, Volunteer in Police Service programs and Community Emergency Response Teams are eligible to apply. Citizen Corps federal affiliate programs and local Volunteer Centers are also eligible to apply and are encouraged to include local Citizen Corps volunteers as part of their planning, outreach, or training efforts.

Organizations must provide evidence of volunteer involvement in community preparedness and/or response in order to be eligible. Please submit documentation of volunteer involvement in activities such as a project report or sign-in list, dated within the last 6 months.

For further information and specific examples and templates, please see the resource links provided on [www.volunteerwv.org](http://www.volunteerwv.org). Follow the Citizen Corps link to *Resources for Councils*.

Note: The legal applicant for funding (Councils or their fiscal agents) must meet Homeland Security criteria developed by the State Administrative Agency in order to receive funding. A copy of the criteria applicable to this funding year is attached. WV Department of Military Affairs and Public Safety (WV DMAPS) Regional Coordinators are available to assist organizations in meeting the requirements. Applicants must attach a written statement from their Regional Coordinator confirming eligibility. For help contacting your coordinator or questions concerning eligibility please dial 304-558-2930.

### **B. Cost Sharing or Matching**

No local match is required for these grants

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. Address to Request Application Package**

## WV CITIZEN CORPS COMMUNITY MINI-GRANT PROGRAM

This notice, the application instructions, and other relevant materials are available at [www.volunteerwv.org](http://www.volunteerwv.org), or by emailing Heather.R.Foster@wv.gov.

### **B. Content and Form of Application Submission**

Complete Applications will include:

1. Mini Grant Application Form
2. Project Description (1 page)
3. Project Milestones Chart
4. Project Budget
5. Evidence of Volunteer Activities (sign-in sheet or project report)
6. Councils and partner programs must update and maintain information on [www.citizencorps.gov](http://www.citizencorps.gov) or the appropriate federal website. The Citizen Corps program coordinator will verify this information before grant awards are finalized.

### **Budget Information**

The budget should be sufficient to perform the tasks described in the project description. Do not include unexplained amounts, amounts for miscellaneous or contingency costs or unallowable expenses. Round all figures to the nearest dollar.

Budget categories and allowable expenses include:

1. Planning
  - a. Conduct public education/outreach
  - b. Develop and enhance plans and protocols
  - c. Develop and conduct assessments
  - d. Establish or enhance volunteer programs
  - e. Hire contractors to assist with planning activities
  - f. Facilitate meetings/conferences to plan activities.
  - g. Purchase materials to conduct planning activities.
  - h. Reimburse travel related to planning activities.
2. Equipment
  - a. All equipment purchases must be preapproved. Equipment requested must appear on the Authorized Equipment List for Citizen Corps Programs found at <https://www.rkb.us/mel.cfm?expand=1&filter=filter&subtypeid=549&CP=1>. Please contact Heather Foster at [heather.r.foster@wv.gov](mailto:heather.r.foster@wv.gov) if assistance is needed using this list.
3. Training
  - a. Training materials and supplies
  - b. Travel related to training
  - c. Fees and expenses for trainer
  - d. Training registration fees
  - e. Training facilities expenses
  - f. Meals and breaks for training
4. Exercises
  - a. Costs of exercise planning workshops

## WV CITIZEN CORPS COMMUNITY MINI-GRANT PROGRAM

- b. Costs to conduct exercises to validate planning and training, including costs associated with After Action Reports.

The following expenditures are **not allowable** from Citizen Corps funds:

1. Construction and renovation
2. Hiring public safety personnel
3. Computers, software or other general-use office equipment
4. Vehicles and licensing fees
5. Any activities not related to the completion and implementation of Citizen Corps and the state Homeland Security Grant Program
6. Indirect Costs
7. Administrative Costs

Questions about allowable costs should be discussed in technical assistance meetings and or calls. A schedule is provided in Section VII.

### C. Submission Dates and Times

1. One original application must be received (**not postmarked**) at the office of the West Virginia Commission for National and Community Service (WVCNCS), 710 Central Avenue, Charleston, WV 25302 by the deadline. Faxed or e-mailed submissions will **not** be reviewed.
2. Only complete application packets received by the deadline will be accepted. Applications will be reviewed on a quarterly basis by the WVCNCS Program and Planning Committee. Applications deadlines are as follows:
  - a. **Tuesday, May 26, 2009**
  - b. **Wednesday, September 2, 2009**
  - c. **Friday, November 27, 2009**
  - d. **Wednesday, March 17, 2010**
3. Applications will not be returned. Keep a copy for your records.
4. Address applications to:  
Citizen Corps Community Mini Grants  
WVCNCS  
710 Central Avenue  
Charleston, WV 25302

### D. Funding Restrictions

1. Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-122, A-87 or FAR 31.2 at [www.whitehouse.gov/OMB/circulars/](http://www.whitehouse.gov/OMB/circulars/).
2. Funds must be used during the designated grant period unless a specific grant extension is approved.
3. Funds must be spent within the parameters of authorized activities.
4. Funds must be spent in accordance with state and federal grant guidelines.
5. A funded applicant must agree that:
  - a) Funds will be accounted for separately
  - b) Financial records will be available for review

## **WV CITIZEN CORPS COMMUNITY MINI-GRANT PROGRAM**

### **V. APPLICATION REVIEW INFORMATION**

#### **A. Review and Selection Process**

The Commission will award Community Mini Grants on a non-competitive basis. The Commission will award grants in the order that completed applications are received. Applicants must submit all requested documents and comply with any additional requests for information in order to receive funding.

### **VI. AWARD ADMINISTRATION INFORMATION**

#### **A. Anticipated Announcement of Award Notices**

We anticipate announcing selection under this notice on or near:

June 4, 2009  
September 10, 2009  
December 8, 2009 and  
March 25, 2010.

Selected applicants are approved to negotiate with the Commission for a grant award. During the negotiation period, any questions or issues identified during the application review must be resolved. Grants will be awarded following successful conclusion of negotiations. No grant expenditures may be made before receipt of written notice of the grant award.

#### **B. Reporting and Training**

1. Grantees are required to submit one performance and financial report within 45 days of project completion. All reports must be submitted on or before July 15, 2010.
2. If projects will not be completed before February 15, 2010, grantees are required to submit a project update including both progress and financial reports.
3. Grantees are required to participate in a conference call with the coordinator after the awards are made to discuss financial and progress reporting and clarify grant questions or concerns. New grantee training may be available online or in an electronic version as well.
4. Grantees may be requested to participate in a panel presentation at the 2010 Volunteer, Community Service and Service Learning Conference.
5. Grantees are expected to register as partners on the VolunteerWV.org website and also encourage volunteers to register in order to build the capacity of the state to contact volunteers during a major incident.

## WV CITIZEN CORPS COMMUNITY MINI-GRANT PROGRAM

### VII. ADDITIONAL INFORMATION

**Technical Assistance:** Free in-person information sessions are available to discuss West Virginia Citizen Corps funding opportunities. Two conference calls are also scheduled specifically for Citizen Corps funding opportunities. RSVP to Gina Namay [gnamay@mail.state.wv.us](mailto:gnamay@mail.state.wv.us) 304-558-0111.

**In-person:** (Sessions also include funding information for AmeriCorps and the Learn and Serve program, Project F.L.O.W., call for an agenda.)

#### *Bridgeport*

April 7, 2009	12:30-4:30pm	Bridgeport Conference Center
---------------	--------------	------------------------------

#### *Beckley*

April 15, 2009	12:30-4:30pm	Country Inn and Suites
----------------	--------------	------------------------

#### *Charleston*

July 16, 2009	11am-12:30pm	Charleston Civic Center
---------------	--------------	-------------------------

#### *Logan*

September 11, 2009	9am-1pm	Chief Logan State Park
--------------------	---------	------------------------

#### *Charleston*

September 29	9am-1pm	WVCNCS Office, 710 Central Ave.
--------------	---------	---------------------------------

#### *Buckhannon*

October 6, 2009	12:30-4:30pm	Hampton Inn
-----------------	--------------	-------------

#### **Phone calls:**

The Citizen Corps Conference Call Schedule for the 2009 calendar year is posted on [www.volunteerwv.org](http://www.volunteerwv.org). Each call includes opportunities for grant technical assistance, if needed. Call times and special topics (if applicable) are listed below.

April 3, 2009	9am	Funding Technical Assistance
April 17, 2009	9am	Funding Technical Assistance
May 1, 2009	9am	Funding Technical Assistance, Recognizing Volunteers
June 5, 2009	9am	State Volunteer Conference, Fire Safety
August 7, 2009	9am	Funding Technical Assistance, National Preparedness Month Planning, Citizen Corps National Conference
September 4, 2009	9am	National Preparedness Month

## **WV CITIZEN CORPS COMMUNITY MINI-GRANT PROGRAM**

October 2, 2009	9am	Serving Special Needs Communities
November 6, 2009	9am	Funding Technical Assistance, Holiday Safety
December 4, 2009	9am	Winter Storm Awareness

\*Dial toll free, 1-866-235-6550, when prompted enter conference code 77372733.





## Planning Grant Resources

### Council Development

**Strategies for Success:**

**[http://www.citizencorps.gov/councils/cc\\_councils/strategies.shtm](http://www.citizencorps.gov/councils/cc_councils/strategies.shtm)**

**Role of the Citizen Corps Council:**

**[http://www.citizencorps.gov/councils/cc\\_councils/role.shtm](http://www.citizencorps.gov/councils/cc_councils/role.shtm)**

**Citizen Corps Councils in Action:**

**[http://www.citizencorps.gov/councils/resources\\_councils.shtm#action](http://www.citizencorps.gov/councils/resources_councils.shtm#action)**

### Examples and templates

**Council Development Tools:**

**<http://www.ready.illinois.gov/citizencorps/>**

(Including: letter of support, resolution, by-laws, standard operating procedures, training suggestions, and job descriptions)

**By-laws:**

**<http://www.chatham-citizencorps.org/by-laws.htm>**

**Meeting Agenda:**

**[http://www.applevalleyut.us/index.php?option=com\\_content&task=view&id=383&Itemid=95](http://www.applevalleyut.us/index.php?option=com_content&task=view&id=383&Itemid=95)**

**Strategic Planning:**

**<http://www.cityoforlando.net/executive/nso/pdf/StrategicPlanforVolunteerInvolvement.pdf>** (local plan)

**[http://www.co.thurston.wa.us/hsr3/CC\\_CERT/HSR3%20Strategic%20Plan.pdf](http://www.co.thurston.wa.us/hsr3/CC_CERT/HSR3%20Strategic%20Plan.pdf)** (regional plan)

**[http://www.csc.ca.gov/cc/files/Short\\_Form\\_Option\\_SIP\\_Template.pdf](http://www.csc.ca.gov/cc/files/Short_Form_Option_SIP_Template.pdf)** (activity)



## **Training Resources**

### **CERT Training**

**How to Start a CERT:**

**<http://www.citizencorps.gov/cert/start.shtm>**

**Teen CERT:**

**<http://www.teencert.org/>**

**CERT Training Materials:**

**[http://www.citizencorps.gov/cert/training\\_downloads.shtm](http://www.citizencorps.gov/cert/training_downloads.shtm)**

**CERT FAQ's:**

**<http://www.citizencorps.gov/cert/faq.shtm>**

### **Other Training Resources**

**List of Trainings offered by Citizen Corps Affiliates:**

**<http://www.citizencorps.gov/programs/cross-train.shtm>**

**Emergency Management Institute:**

**<http://www.training.fema.gov/> (official CERT Train-the-Trainer)**

**National Service Inclusion Project:**

**<http://www.serviceandinclusion.org/index.php?page=activities>**

**Community Development Resource Center:**

**[http://nationalserviceresources.org/topics/service-activities#Program\\_Management](http://nationalserviceresources.org/topics/service-activities#Program_Management)**

**StormSpotter Training:**

**[http://www.srh.weather.gov/TLH/spotter/TAE\\_Online\\_Spotter\\_Training\\_files/frame.htm](http://www.srh.weather.gov/TLH/spotter/TAE_Online_Spotter_Training_files/frame.htm)**

**Red Cross Training:**

**<http://columbus.redcross.org/Hs.htm>**



## Mini-Grant Application Cover Sheet

Name of Council		Fiscal Agent	
Contact Person		Contact Person	
Address		Address	
City/State/Zip		City/State/Zip	
Phone Number		Phone Number	
Contact Email		Contact Email	
FEIN #		FEIN #	

Indicate Grant Category:      \_\_\_\_\_ Planning      \_\_\_\_\_ Outreach      \_\_\_\_\_ Training

Amount Requested: \_\_\_\_\_

Area/County(s) served by Citizen Corps Council: \_\_\_\_\_

**Summary** (Please provide a 2-5 sentence summary of the activities proposed in this grant application. This statement may be used in publications developed by WVCNCS.)

We hereby certify that to the best of our knowledge the information and data contained in this application are true and correct. The applicant and partners will comply with all requirements of the grant.

Citizen Corps	Fiscal Agent	Emergency Manager
Print name of Chair person	Print Contact Name	Print Name
Signature	Authorized Signature	Authorized Signature
Date	Date	Date



---

**Applicant Organization/Project**

1) **Answer** the following questions related to your proposed project:

\_\_\_\_\_ Expected number of volunteers providing service to your community

\_\_\_\_\_ Expected number of citizens trained in personal preparedness

\_\_\_\_\_ Expected number of citizens trained in emergency response

\_\_\_\_\_ Expected number of partner organizations actively involved in project

2) **Attach** a one-page (or less) statement describing the planning, outreach or training activities proposed. Include:

- How the need for this project was determined,
- A description of the proposed project + activities,
- Project goals and how those goals will be accomplished,
- Describe how volunteers will be recruited, mobilized and trained and/or how your community will benefit from this project.

3) **Answer** the following regarding training activities (skip if not applicable):

Type of training \_\_\_\_\_

Approximate dates (Attach a schedule/calendar if available) \_\_\_\_\_

Location \_\_\_\_\_

Audience (Who is invited?) \_\_\_\_\_

4) **Attach** a timeline of significant project milestones. Use the template provided.

5) **Attach** an itemized budget of expenses. Be as specific as possible. Provide Authorized Equipment List (AEL) numbers for all equipment requests. AEL #'s can be found at: <https://www.rkb.us/mel.cfm?expand=1&filter=filter&subtypeid=549&CCP=1>.

6) **Attach** evidence of volunteer activities. This could be a sign-in sheet dated within the last 6 months or a project report including volunteer involvement in training, outreach or planning activities.

7) **Attach** a written statement from WV DMAPS Regional Coordinator (an email is fine) that verifies your fiscal agent has met the eligibility criteria to receive Homeland Security Fiscal Year 2007 funding.

West Virginia Commission for National Community Service  
**Citizen Corps Grant Budget**

\*Please itemize each requested expense.

Organization Name: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Expense Category	AEL #	Itemized Expense Description	Relationship to Program Activities	Cost
Planning/ Outreach/ Volunteer Costs				
<b>Total Planning/Public Outreach/Volunteer Program Costs</b>				
Equipment Costs *Include Authorized Equipment List (AEL) number for all equipment requests.				
<b>Total Equipment Costs</b>				
Training Costs				
<b>Total Training Costs</b>				
Exercise Costs				
<b>Total Exercise Costs</b>				
<b>Total</b>				

## Citizen Corps Grant Milestones

Organization Name: \_\_\_\_\_

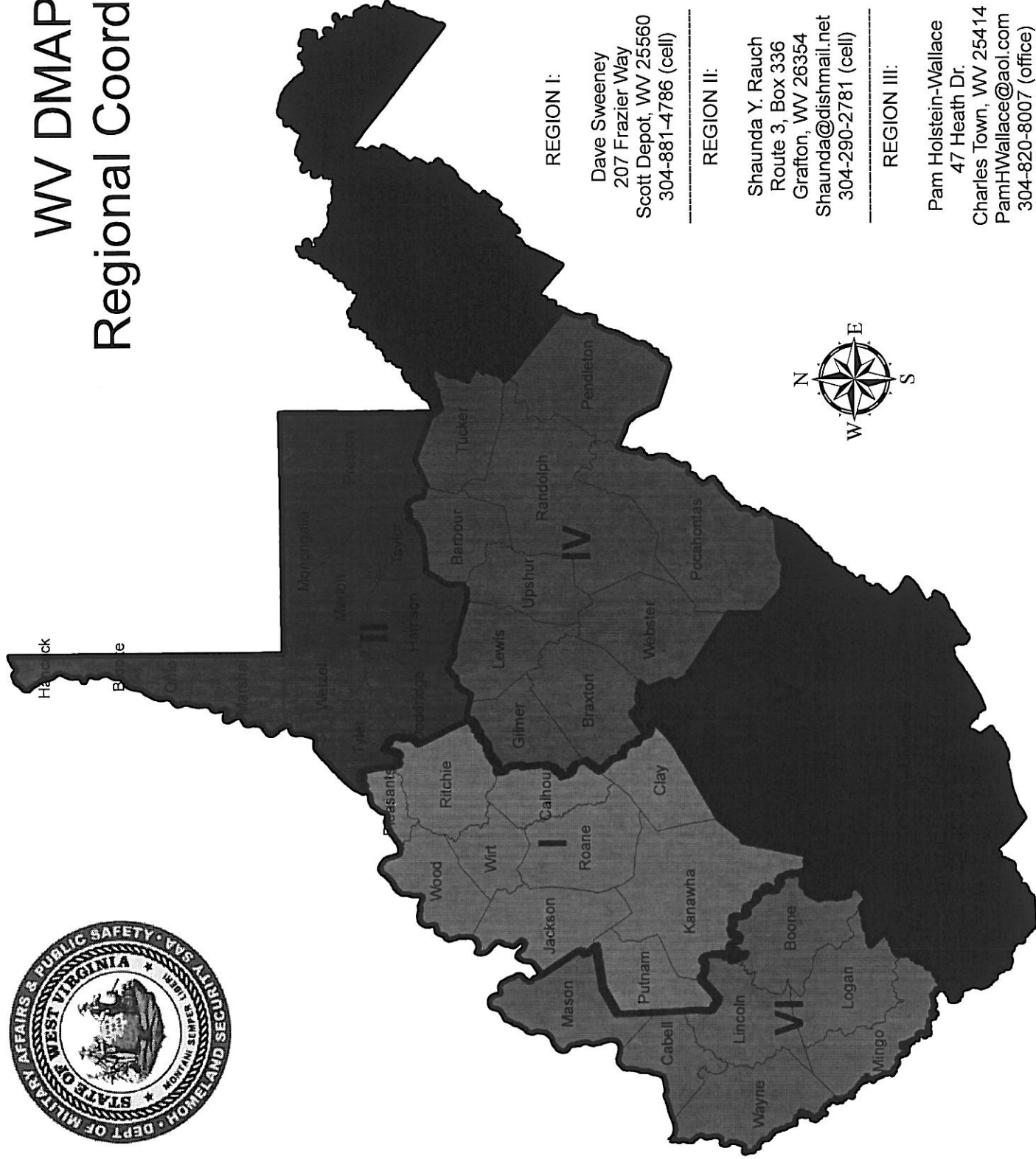
Grant Number: \_\_\_\_\_

Please provide specific milestones for the grant including a description and start/end dates for each milestone. For each activity, describe the Purpose (why the activity is planned) and Result or Impact (what success would look like). Characterize each activity by type (Planning, Public Outreach, Volunteer Program, Training, Exercise, etc.)

[illegible]



# WV DMAPS Regional Coordinators



## REGION I:

Dave Sweeney  
207 Frazier Way  
Scott Depot, WV 25560  
304-881-4786 (cell)

## REGION IV:

Marsha McAtee  
30 Randolph Ave., Suite 1  
Elkins, WV 26241  
Region4planner@verizon.net  
304-636-7699 (office)

## REGION II:

Shaunda Y. Rauch  
Route 3, Box 336  
Grafton, WV 26354  
Shaunda@dishmail.net  
304-290-2781 (cell)

## REGION V:

Jack McVey  
PO Box 269  
Midway WV 25878  
jemcvey@suddenlink.net  
304-683-4763

## REGION III:

Pam Holstein-Wallace  
47 Heath Dr.  
Charles Town, WV 25414  
PamHWallace@aol.com  
304-820-8007 (office)

## REGION VI:

Jerry L. Beckett  
PO Box 3406  
Huntington, WV 25702  
Hfddc43@aol.com  
304-522-2006 (office)

# Homeland Security Grant Eligibility Criteria

## 1. National Incident Management System (NIMS) Compliance

It is a U.S. Department of Homeland Security requirement that States and Local Governments are required to meet National Incident Management System (NIMS) implementation and compliance requirements in order to receive federal assistance. Further, the State of West Virginia requires associations, utilities, non-governmental organizations, and private sector organizations to comply with NIMS to be eligible for grant funding.

The organization meets or exceeds the Federal FY 2008 NIMS Compliance Activities, including:

- Appointing an organizational NIMS Coordinator to liaison with the county NIMS Point of Contact.
- Formal adoption of NIMS by Proclamation, Resolution, or Executive Order (copy attached);
- Systematically training personnel in appropriate ICS courses;
- Ensuring all response organizations utilize the Incident Command System (ICS);
- Inventorying all response/recovery assets, and to the extent possible typing them according to the NIMS resource definitions; and
- Maintaining information in the National Incident Management System Comprehensive Assessment Support Tool (NIMSCAST).

## 2. Continuity Planning

The organization certifies it has a plan in place to ensure its ability to continue to perform its essential functions under emergency conditions, including having identified alternate locations, leadership succession, and procedures to secure and preserve vital records. Depending on the organization, this may be a Continuity of Operations Plan, a Continuity of Government Plan, and/or a Business Continuity Plan.

## 3. Critical Infrastructure Listing

The organization has developed a list of the facilities and other infrastructure that are critical to the organization being able to continue to perform its essential functions. This document must be submitted to the County Emergency Manager.

## 4. Training & Exercise Plan

The organization has developed a training and exercise plan that articulates a coherent strategy to improve their ability to perform the responsibilities designated to the organization by the county Emergency Operations Plan. The plan should also correlate with state, county and organizational goals and objectives. This plan must be submitted to the County Emergency Manager.

## 5. Resource Inventory

A resource inventory is maintained that includes assets, quantities, and twenty-four hour access information. The list must be logged into the ETEAM system and/or submitted to the County Emergency Manager.

Prior to submission of the sub-grant application, the applicant shall contact the Regional Coordinator assigned to their region by the West Virginia Department of Military Affairs & Public Safety for an eligibility review. The Regional Coordinator may also help the applicant to come into compliance, either through direct assistance or referral to the appropriate resource. To locate your Regional Coordinator, call (304) 558-2930.